

# CP – 5.1.18

## TRAVEL ADVANCE

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*Related Board of Trustees Policy: BP 5.1*

*OPR: Vice President for Administration*

*Approval: May 2012*

*Revision: November 14, 2017*

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### **TRAVEL ADVANCE**

Travel advances to employees may be issued when requested and deemed necessary. The Executive Director of Financial Services and Purchasing processes and approves advances.

Travel advances are requested on Part III of the “Travel Request (Overnight)” form.

- Non-regular employees may not receive travel advances.
- College employees who have been issued college credit cards for travel purposes are generally not issued travel advances unless there is substantial justification.
- The minimum travel advance is \$100.00. The maximum is 90% of the total cost of travel less any prepayments.
- Travel advances should be requested at least three weeks prior to the date of travel. Travel advance checks will issued no more than five working days prior to the date of departure. An email will be sent to the employee when the check is ready.
  - Travel advance checks are released only to the payee.
  - Employees may pick up the check at the Student Accounts Office and must present a valid picture ID.
- Only one travel advance can be outstanding at a given time. If the employee has a non-cleared travel advance, then additional requests will not be processed.
- Travel advances will not be issued for travel that crosses fiscal years or extends beyond the June travel reimbursement deadline that is published each year.
- Advances are deducted from the employee’s travel reimbursement. Travel reimbursement forms are to be submitted as soon as possible after completion of the travel, but no later than:
  - 30 days after the travel period
  - The end of fiscal year travel reimbursement deadline that is published each year for travel occurring in May or June. Travel reimbursements submitted after June 30th may not be payable.
- Travelers are notified of outstanding travel advances at 10 days from the end of the travel period to remind travelers to clear the advance within the 30 day period.

Additional information may be found in the Accounting Procedures Manual and Reference Guide--  
Section 1: Fiscal Procedures, Section II Travel at:

<http://www.nccommunitycolleges.edu/finance-operations/budget-accounting/accounting-procedures-manual>

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